Initial Evaluation/Reevaluation Checklist

\_\_\_\_ Document referral (**screening referral form, parent referral form, teacher referral form, Tranisition from 0 – 3**, etc.)

\_\_\_\_Complete the **Evaluation Data Review** (documentation NOT required by state).

\_\_\_\_Determine disability areas to evaluate and assessments *including skill-based assessments* that need to be completed.

\_\_\_\_Contact parents to review proposed evaluations with them and to get their input.

\_\_\_\_Send to parents: **Prior Notice for Evaluation, Parent Report Form for Evaluation/Reevaluation & Parent/Guardian Rights Brochure** with Return Envelope.

\_\_\_\_Record date that signed consent was received by district on the returned Prior Notice Form.

\_\_\_\_For new preschool age students, you may need the district to assign a SIMS number to the student. Check with school Secretary for this.

\_\_\_\_Complete all Evaluations within 25 SCHOOL DAYS of receiving the signed consent form.

\_\_\_\_Write **Evaluation Report**.

\_\_\_\_Complete **Determination of Eligibility/Continued Eligibility** form.

\_\_\_\_Develop **IEP** or a **Meeting Notes** Page (Cover Page of IEP indicating student is not eligible for SPED services with space to document meeting minutes).

\_\_\_\_Contact parents to schedule a meeting to review evaluation results, determine eligibility and, if necessary to develop an IEP.

\_\_\_\_Send to parents: **Prior Written Notice for Meeting**. Optional to send a copy of the evaluation report with this Prior Notice letter.

\_\_\_\_Hold Eligibility Determination Meeting/IEP Meeting within 30 CALENDAR DAYS of completing the evaluation(s).

\_\_\_\_For students who are placed on an IEP: Give parents a copy of the **SPED survey** and ask them to complete a **Medicaid Consent** form at the IEP meeting.

\_\_\_\_Complete a **SIMS Data Sheet** and submit to appropriate district personnel (SPED Director, Secretary, etc.)

\_\_\_\_Place original **signed Prior Written Notice for Consent, Evaluation Report(s), Determination of Eligibility/Continued Eligibility, Prior Written Notice for Meeting, and IEP** in district SPED file. Keep copies of all in your working files.

\_\_\_\_If creating a new SPED file, place a copy of **Access Check-Out Notice**  & **Locations Where Student Records May Be Found** in the SPED file.